

**INTEROFFICE MEMORANDUM  
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO**

**DEPARTMENT:** General Administration, **DATE:** January 7, 2019  
Diversity Section

**TO:** Eileen McElligott, Administrative Services Officer

**FROM:** Regina D. Berry, Diversity Administrator *(RDB)* *(LP)*

**SUBJECT:** Request for Proposal 19-RFP-01, Perform Federal Legislative Consulting Services

Per your request, the Diversity Section has determined that the following firm is acceptable for MBE/SBE participation on the subject contract:

<u>Classification Type</u>	<u>Business Name</u>	<u>Officer</u>
MBE/SBE	Ernest R. Sawyer Enterprises, Inc.	Ernest R. Sawyer

The Minority, Women, and Small Business Enterprise goals for the above contract are 10% Minority and/or Women and 10% Small Business Enterprise. According to the draft agreement, O'Connor and Dempsey, LLC commits to the following:

<u>MBE</u>	<u>WBE</u>	<u>SBE</u>
10%		*

MBE satisfies SBE requirement

The Consultant, O'Connor and Dempsey, LLC, has met the requirements of Appendix A.

If you have any questions, please contact Eddie Amin-Rasul, Senior Diversity Officer at extension 1-4036.

RDB:EAR

Attachments

c: D. LoCascio, H. Shields-Wright, J. Markovich, Cornier, file

MBE/WBE/SBE COMMITMENT FORM

1. Name of MBE/WBE/SBE: Ernest R. Sawyer Enterprises, Inc.  
 Identify MBE, SBE, WBE Status: MBE+SBE Address: 100 N. LA SALLE ST. Suite 1515  
 City, State Zip Code: Chicago, IL. 60602  
 Contact Person: Ernest R. Sawyer Telephone Number: 312-364-9292  
 Dollar Amount of Participation: \$ 15,000 Percent of Participation:  
10 %

Scope of Consulting Contract: Researching grant opportunities  
drafting memos on capitol Hill hearings and general research  
at the direction of O'Connell Dempsey, LLC.

2. Name of MBE/WBE/SBE: \_\_\_\_\_  
 Identify MBE, SBE, WBE Status: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation:  
 \_\_\_\_\_ %  
 Scope of Consulting Contract: \_\_\_\_\_

3. Name of MBE/WBE/SBE: \_\_\_\_\_  
 Identify MBE, SBE, WBE Status: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation:  
 \_\_\_\_\_ %  
 Scope of Consulting Contract: \_\_\_\_\_

4. Name of MBE/WBE/SBE: \_\_\_\_\_  
 Identify MBE, SBE, WBE Status: \_\_\_\_\_ Address: \_\_\_\_\_  
 City, State Zip Code: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
 Dollar Amount of Participation: \$ \_\_\_\_\_ Percent of Participation:  
 \_\_\_\_\_ %  
 Scope of Consulting Contract: \_\_\_\_\_

Attach a copy of qualifications for each PCE firm. Please duplicate this blank page when additional certified MBE/WBE subcontractors are being used on this contract.

Revised/June 9, 2009

**APPENDIX A - CONSULTANT CONTRACT****MINORITY, WOMEN, and SMALL BUSINESS REQUIREMENTS**

1. The Consultant will make positive efforts to satisfy the Minority (MBE), Small (SBE), and Women (WBE) Business Enterprise requirements set forth in the Affirmative Action policy of the Metropolitan Water Reclamation District of Greater Chicago (MWRD).
2. The standard Affirmative Action participation goals for Consulting services are 20% MBE, 10% WBE, and 10% SBE, unless otherwise specified in the Invitation to Bid. Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00.
3. The Consultant will undertake "**Good Faith Efforts**" to ensure that qualified Protected Class Enterprises are utilized in the performance of the contract and will provide maximum opportunities for MBE, SBE, WBE participation, notwithstanding the fact that the Consultant may have the capability to complete the project without the use of sub-consultants.
4. Commitment to meet MBE/WBE/SBE goals:
  - Complete the **MBE/WBE/SBE COMMITMENT FORM**.
  - Provide the names, contact information and qualifications for the prospective PCE firms that you plan to use. Delineate the various anticipated categories and/or disciplines of work/services to be provided by PCE firms.
  - Summarize Consultant's commitment to comply with the MBE/WBE/SBE goals regarding Minority Business Enterprise (MBE), Women-owned Business Enterprise (WBE) and, Small Business Enterprise (SBE) for this project.
5. In accordance with the District's Affirmative Action Ordinance, the Consultant shall make every effort to comply with the following requirements:
  - Where a contractor is a business owned and controlled by minority women ("M/WBE") or where the contractor utilizes a M/WBE in a joint venture or as a subcontractor, the contractor may count the M/WBE participation either toward the achievement of MBE or WBE goal, but not both. A contractor may count toward the achievement of its SBE goals the utilization of any MBE or WBE which also satisfies the definition of a SBE.
  - A "Small business enterprise" or "SBE" means any contractor who has received gross receipts of \$31 million or less, per year averaged over the preceding three business years. Size determinations shall include the PCE concern and all its domestic and foreign affiliates.
  - All minority, women and small businesses must conform to the definition of "Participating Businesses." A participating business means a business located within the counties of Cook, DuPage, Kane, Lake, McHenry or Will in the State of Illinois or Lake County in the State of Indiana which has the majority of its regular full-time work force located in this region and/or a business which has been placed on the District's vendor list and/or has bid on or sought District construction work.

## 12. Affirmative Action Commitment

As a woman-owned, small business in Washington, D.C., O'Connell & Dempsey is very supportive of Minority, Small, and Women's Businesses Enterprises. O'Connell & Dempsey strongly supports the District's policy that Minority, Small, and Women's Business Enterprises should have the maximum practicable opportunity to participate in the performance of contracts or sub-contracts.

Because of this commitment, we will be working with the Minority Business Enterprise (MBE) and Small Business Enterprise (SBE) contractor, Ernest R. Sawyer Enterprises, Inc. We are including information on Ernest R. Sawyer Enterprises, Inc. in the following pages, as well as Ernest R. Sawyer Enterprises' MBE Certification from the City of Chicago. As per the Checklist in the RFP, we are including Appendix A, the Consultant Contract for MBE, WBE, and SBE Firms following this discussion. We are also including the MBE/WBE/SBE Commitment Form.